

**CITY OF AUBURN
CIVIL SERVICE COMMISSION
EMPLOYMENT APPLICATION**

Human Resources Department, 25 West Main Street, Auburn, WA 98001

Phone: 253/931-3040

TTY: 253/288-3139

Applicants are considered for employment without regard to race, religion, color, sex, national origin, creed, age, marital status, veteran status, disability status, or any other basis prohibited by federal, state or local law. If you require accommodation to complete the application, testing, or interview process, please contact the Human Resources Department for assistance at (253) 931-3040.

APPLICATIONS MUST BE COMPLETED FULLY FOR EACH POSITION, EVEN WHEN SUBMITTING A RESUME IN ADDITION TO THIS APPLICATION. INCOMPLETE APPLICATIONS MAY NOT RECEIVE MAXIMUM CREDIT FOR EXPERIENCE AND/OR EDUCATION FOR CONSIDERATION IN THE SELECTION PROCESS.

POSITION APPLYING FOR: _____

Personal Information

Name _____

Address _____

(Street)

(City)

(State/Zip)

Work Phone _____ Home Phone _____ Message/Cellular phone _____

Civil Service rules require firefighters and police officers to be U.S. citizens. Are you a United States citizen?
(Documentation of authorization of legal right to work in the U.S. will be required upon employment.) YES ___ NO ___

Do you meet the minimum age requirements as stated on the job opening bulletin? YES___ NO___

Do you possess a valid driver's license with no pending risk of loss? YES___ NO___

Driver's license number and State issued from:_____

Are you related to anyone working for the City of Auburn? YES___ NO___

If yes, Name_____ Title_____ Department _____

City Policy prohibits immediate family members from working in any capacity that may create a conflict of interest.

Can you perform the primary functions of the job for which you are applying with or without accomodation?
YES ___ NO ___

In compliance with the Americans with Disabilities Act, a disability will be considered only in the context of an applicant's ability to perform primary elements of the job and to determine reasonable accommodation.

Education and Training

Type of School	Name & Location	Major Subject	Circle # Yrs Completed	Graduate?/Degree & Major
High School				Do you have a High School Diploma or GED? YES___ NO___
College			1 2 3 4	
Business or Vocational			1 2 3 4	
Trade, Other			1 2 3 4	
Military				

Employment History (Please complete all data for each job)

Begin with your present or most recent job, list your entire work record for the past 10 years. Use additional sheets of paper if necessary. Include periods of self-employment, unemployment, and military service assignments. List each promotion separately. In evaluating your qualifications, preference will be given to experience during that period. However, if you feel that your work experience beyond 10 years is important, please include it.

Job Title _____	Employed From _____ To _____
Employer _____	Hours Per Week _____
Supervisor & Title _____	Phone Number _____
Employer's Address _____	
(Street)	(City) (State/Zip)
Briefly describe work duties and level of responsibility _____	

_____	Last Salary \$ _____
Type of employees supervised _____	Number of employees supervised _____
May we contact your present employer? YES ___ NO ___	
If not currently employed, reason for leaving _____	

Job Title _____	Employed From _____ To _____
Employer _____	Hours Per Week _____
Supervisor & Title _____	Phone Number _____
Employer's Address _____	
(Street)	(City) (State/Zip)
Briefly describe work duties and level of responsibility _____	

_____	Last Salary \$ _____
Type of employees supervised _____	Number of employees supervised _____
Reason for leaving _____	

Employment History Continued

Job Title _____	Employed From _____ To _____
Employer _____	Hours Per Week _____
Supervisor & Title _____	Phone Number _____
Employer's Address _____	
(Street)	(City) (State/Zip)
Briefly describe work duties and level of responsibility _____	

Last Salary \$ _____	
Type of employees supervised _____	Number of employees supervised _____
Reason for leaving _____	

Job Title _____	Employed From _____ To _____
Employer _____	Hours Per Week _____
Supervisor & Title _____	Phone Number _____
Employer's Address _____	
(Street)	(City) (State/Zip)
Briefly describe work duties and level of responsibility _____	

Last Salary \$ _____	
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Job Title _____	Employed From _____ To _____
Employer _____	Hours Per Week _____
Supervisor & Title _____	Phone Number _____
Employer's Address _____	
(Street)	(City) (State/Zip)
Briefly describe work duties and level of responsibility _____	

Last Salary \$ _____	
Type of employees supervised _____	Number of employees supervised _____
Reason for leaving _____	

Personal References

List names and addresses of three reliable persons, other than relatives or past employers, who know you well enough to give information about you.

Name _____	Occupation _____
Address _____	How long known _____
Number Street City	State Zip
Home telephone # _____	Work telephone # _____

Name _____	Occupation _____
Address _____	How long known _____
Number Street City	State Zip
Home telephone # _____	Work telephone # _____

Name _____	Occupation _____
Address _____	How long known _____
Number Street City	State Zip
Home telephone # _____	Work telephone # _____

Have you been convicted of a felony? YES___ NO___

If yes, indicate date and nature of offense_____

Have you ever been discharged or asked to resign from employment? YES NO

If yes, give complete details (dates, places, reason, name, phone number, and address of supervisor)_____

I understand that any false or misleading statement, or misrepresentation, intentional or unintentional, in any of my answers or statements may be grounds for elimination from further consideration, or if employed, may be cause for dismissal. Further, I authorize the City of Auburn to investigate all statements in this application or other supporting employment documents, and to secure any necessary information from all my employers, references, and academic institutions. I understand that any offer of employment is contingent upon receipt of a satisfactory report on my academic credentials, employment history and/or credit history. I hereby release all those employers, references, academic institutions and the City of Auburn from any liability arising from their giving or receiving information about my employment history, my academic credentials, and/or my suitability for employment with the City of Auburn. I understand that a thorough assessment of my background, behavioral characteristics, traffic record, and criminal history will be conducted. In addition, for police positions, a polygraph will be conducted.

I understand that nothing in this employment application or other supporting employment documents, in the City's policy statements or personnel guidelines, or in my communications with any City official is intended to create an employment contract between me and the City of Auburn. No promises regarding employment have been made to me, unless specifically provided in a contract or ordinance approved by the Mayor or the City Council. I also understand that the City has the right to modify its policies without giving me any advance notice of the changes, unless specified in a collective bargaining contract.

I hereby acknowledge that I have read and understand the preceding statements.

Signature of Applicant _____ Date _____